



- CITY OF BIGGS -  
**PLANNING DEPARTMENT STAFF REPORT**

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DATE: January 23, 2012  
TO: Honorable Mayor and Members of the City Council  
FROM: Scott Friend, AICP City Planner  
SUBJECT: Department Activity Report – December 2011 / January 2012

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**DEPARTMENT ACTIVITY SUMMARY – December 2011 / January 2012**

On-Site Contract Staff Days/ Agency Meetings / Code Enforcement Activity:

- Friday, January 20, 2012– Code Enforcement / Fence Inspection
- Friday, January 13, 2012 – Meeting with City Engineer / Sixth St. Bridge Field Work
- Tuesday, January 3, 2012 – Fence Inspection / Staff Report Prep / Code Enforcement

Major Projects Activity and Update Report:

1. *General Plan 2035 Update:*

PMC is currently planning on initiating the environmental review and analysis phase of the General Plan Update project at the beginning of February. The initial tasks associated with this effort will include the preparation of the formal Project Description and the Notice of Preparation. Based upon this schedule, it is anticipated that a formal project Scoping meeting will be held at the end of February or early March to receive formal comment on the analysis content.

2. *Sixth Street Bridge Replacement Project:*

Caltrans project review staff received the formal project comment letter from the US Fish and Wildlife Service regarding potential impacts to biological resources. The USFWS concurred with the opinion of the City/Caltrans and issued a formal determination of “not likely to impact” for the project. Additionally, Caltrans cultural and historic resources review staff formally signed the three project study reports (HPSR, HSR, ASR) prepared for the project thus concluding that aspect of the project. The receipt of the USFWS review letter and the signed project cultural and historic resources studies represent a major milestone in the environmental clearance phase of the project.

At this time, the Caltrans environmental Project Manager is in the process of preparing the final letter of determination that the project is Categorically Excluded (CE) from further analysis under the National Environmental Protection Act (NEPA). Upon receipt of the formal CE determination letter, the CEQA and NEPA analysis phases of the project will be complete. Staff anticipates receipt of the CE letter prior to the end of January.

3. *Sunwest Milling Warehouse Expansion Project:*

No new or additional information has been submitted to the City at this time nor has information about the next phases of the project been presented to the Planning Department.

4. *Fence Code – Code Amendment Discussion and Direction re: Decorative Fences*

See separate staff report in this month's meeting packet for details.

5. *Marijuana Cultivation Ordinance Review – Code Amendment Discussion and Direction*

See separate staff report in this month's meeting packet for details.

Monthly Department Activity Report:

1. *Applications / Planning Services Activities:*

Applications:

- Two (2) Fence Permit application have been submitted, reviewed and processed at the following locations:
  - 541 G Street (F2011-04): Replacement of an existing dilapidated wooden fence adjacent to 10<sup>th</sup> Street – *Approved*.
  - 3019 9<sup>th</sup> Street (F2012-01): Replacement and relocation of an existing wooden fence in a street side-yard setback area – *Approved*.

2. *Citizen Contact / Information:*

- The Planning Department has been contacted by a local organic melon farmer about the possibility of selling melons during the summer harvest season in the City. To assist in facilitating this request, staff is looking into options to amend the Zoning Code to allow off-site sales of locally produced agricultural products within the City. Staff will be forwarding additional information about this matter in the coming months.

Planning Services Activities:

- The Butte County Association of Governments (BCAG) is currently in the process of finalizing the data modeling for the Sustainable Communities Strategy (SCS) Plan for the County. PMC, on behalf of the City, is continuing to monitor the progress of this activity and will report back to the City Council on the 'results' of the BCAG work once it is formally available.
- Planning staff / PMC is currently working with the City Engineer to provide information regarding the potential costs, timelines and issues associated with the preparation of an environmental analysis document for the conversion of the City's wastewater treatment facility to a land application discharge facility. PMC staff members met with the City Engineer on Friday, January 13<sup>th</sup> to review the potential environmental study and compliance aspects of such a potential project.
- Planning Staff / PMC has been providing and receiving information to the members of the Project Team working on the canal enlargement project for the planned water delivery enhancement effort at Grey Lodge WA. Specifically, staff has provided information concerning planning and zoning along Lateral K north and west of the City. At this time, it appears as if canal capacity enhancement work will be required and some land acquisition / eminent domain work may be required.

- In late December, the City of Biggs was formally issued a notice by BCAG that the City's next Housing Element update will be most likely be due to the State for certification on or before June 15, 2014.
- On behalf of the City of Biggs, PMC has continued participating in the review and comment process on the revised Butte County Air Quality Management CEQA Handbook. It is currently anticipated by AQMD staff that a revision to the District CEQA handbook will be formally made public in the Spring.

3. *Butte County Building Permit Issuance Coordination:*

- Please see *Attachment A* to this report for building permit details.

4. *Code Enforcement: General*

During the reporting period of this Council communication, PMC has continued to provide an average of eight (8) hours per week of Code Enforcement services to the City of Biggs. It is noted that a reduced number of hours of Code Enforcement services were provide during the week of January 9-13 due to staff illness.

PMC has issued an average of approximately 5 Code Citation letters each week since the assumption of Code Enforcement services in mid-December. During the week of December 26-30, 9 code violation letters were issued. Staff is currently focusing on weather-related violations (e.g.: storm water impediments and debris) as well as re-starting an initial assessment of the issue of unlicensed, illegally parked or inoperable vehicles.

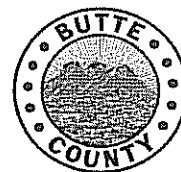
Beginning the week of January 23-27, PMC's Code Enforcement staff will begin evening/nighttime code enforcement field work. This effort is specifically intended to highlight code violations associated with the illegal habitation of trailers and illegal parking.

**Attachments:**

*Attachment A - Butte County Building Department Permit Activity Reports*

1/17/2012  
10:24:08AM

Butte County  
Department of Development Services - Building Division (City of Biggs)  
**PERMITS ISSUED IN City of Biggs - Summary by Type and Subtype**  
For the Period 12/1/2011 thru 12/31/2011



Type / SubType	# of Permits Issued	Valuation of Work	Fees Charged
ETRAKIT	1	\$500.00	\$128.00
WINDOW/GLASS DOOR	1	\$500.00	\$128.00
Totals:	1	\$500.00	\$128.00